

## **Annual Notices for Public School Districts**

School districts are required to give all patrons several annual notices. **The following is a list (which may not be exhaustive, but represents the DE's best efforts) of state and federal notices that all districts are required to give to the public every year. Included are requirements for:**

- **State Programs/Laws**
- **Federal Programs/Laws**
- **Title I/NCLB**
- **Uniform Administrative Procedures (UAP)**
- **National School Lunch Program**

This list does not attempt to include notices that are to be given to specific populations (such as notices to CPI families about testing; etc.).

### **Notices for State Programs/Laws**

<b>Subject Matter</b>	<b>State or Federal Law</b>	<b>Details</b>	<b>How and When</b>
Annual progress report	281—Iowa Administrative Code (IAC) 12.8(3)"b"	Report of progress on the state indicators (listed in rule 12.8(3)) and locally determined indicators	Send to DE by 9/15 and "submit" to public by same date
Proportion of 4 <sup>th</sup> graders proficient in reading	Iowa Code 256D.3	The statute also "encourages" districts to submit to their communities composite information concerning the reading proficiency of K-3 enrollments, by grade level	Statute does not specify how or when; it is recommended
Human growth and development Instruction	Iowa Code 279.50	Information on human growth and development curriculum; procedure for parental inspection of instructional materials prior to their use in class; procedure for parent/guardian to request in writing that a student be excused from class	Must be provided before first day of classes at beginning of school year; DE recommends written notice by U.S. mail (if providing the notice at registration, district should follow up via U.S. mail to families who did not attend registration)
Availability of Senior Year Plus options for high school students	Iowa Code chapter 261C; 281—IAC 22.15	Pertinent information should include definition of who is eligible (all 11 <sup>th</sup> and 12 <sup>th</sup> graders, as well as 9 <sup>th</sup> and 10 <sup>th</sup> graders identified as G/T), addresses of nearby postsecondary institutions, and definition of eligible courses	Verbal notice is sufficient but written notice in student handbook is preferred
Name and contact information for district's Level One investigator	281—IAC chapter 102	School boards must designate at least one Level One investigator annually to look into allegations of abuse of students by school employees	Recommended that this information be published in student handbook and local newspaper of general circulation
Physical restraint and physical confinement	281—IAC 103.7	Notice of provisions of chapter 103 and additional district/nonpublic school's policy and procedures on physical restraint and physical confinement; DE has a sample at <a href="https://www.educateiowa.gov/pk-12/learner-supports/timeout-seclusion-restraint">https://www.educateiowa.gov/pk-12/learner-supports/timeout-seclusion-restraint</a>	May be done in student handbook

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Subject Matter	State Law	Details	How and When
Name of investigator of allegations of bullying and harassment	SF 61 (2007 Iowa Acts), which created new Iowa Code section 280.28	How to file a complaint must be included in the policy also	Board policy must state how the details of the policy will be publicized; it is recommended that the methods include (but not be limited to) inclusion in student handbook)
Student responsibility and discipline policies, including attendance, tobacco, alcohol, out-of-school behavior (good conduct code)	281—IAC 12.3(6)	Any policy that directly affects a student should be included in the notice	Student handbook
Open enrollment information	281—IAC 17.3(2)	Open enrollment deadlines, transportation assistance information, athletic ineligibility information, and right to appeal to state board of education a denial of a request based on repeated acts of harassment or a serious health condition of the student that the district cannot adequately address	To be done by 9/30 via school newsletter, newspaper of general circulation, or parent handbook
Educational rights of homeless children and youth	281—IAC chapter 33	Rights of homeless children; name of district's homeless education coordinator	Post at shelters and other locations where services to such folks are likely to be provided
Fees	281—IAC chapter 18	Procedures on charging fees, written notice of fees, waiver policy (including income guidelines)	Must be distributed at the time of registration or enrollment

### Notices for Federal Programs/Laws

Subject Matter	Federal Law	Details	How and When
Nondiscrimination policy, grievance procedures, name and contact information for equity coordinator	Federal Titles VI and IX of Civil Rights Act; Section 504 of the federal Rehabilitation Act; Iowa Code section 216.9	A student or employee or any person who feels discriminated against by the district must have information about how to pursue a grievance with the district	Recommended at the beginning of the school year and in the district's nondiscrimination statement included in all general publications
FERPA notice: components of "directory information," parent or eligible student right to inspect educational records, opt out rights, military recruiters, etc.	FERPA, 20 U.S.C. 1232g	Notice must be sent to parents of students, including CPI (home schooled) students and those who open enroll into the district	Statute does not specify when to give notice, but for the opt out right to be meaningful, notice should be sent at beginning of school year by any means reasonably likely to inform all families with students

## Sample Notices for Federal Laws

Some model notices required by federal law are available electronically. They are as follows:

Notification of Rights under FERPA: [www.ed.gov/policy/gen/guid/fpco/pdf/ferparights.pdf](http://www.ed.gov/policy/gen/guid/fpco/pdf/ferparights.pdf)

Model Notice for FERPA Directory Information: [www.ed.gov/policy/gen/guid/fpco/ferpa/mndirectoryinfo.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/mndirectoryinfo.html)

Model Notice of Rights under PPRA (Protection of Pupil Rights Amendment):

[www.ed.gov/policy/gen/guid/fpco/pdf/modelnotification.pdf](http://www.ed.gov/policy/gen/guid/fpco/pdf/modelnotification.pdf)

PPRA Model Notice and Consent/Opt-Out: [www.ed.gov/policy/gen/guid/fpco/pdf/ppraconsent.pdf](http://www.ed.gov/policy/gen/guid/fpco/pdf/ppraconsent.pdf)

Notice of Parents of Parental Involvement Rights under Title I, Part A:

[www.ed.gov/programs/titleiparta/parentinvguid.doc](http://www.ed.gov/programs/titleiparta/parentinvguid.doc)

Information concerning Child Nutrition Programs: [www.fns.usda.gov/cnd/Guidance/eligibility\\_guidance.pdf](http://www.fns.usda.gov/cnd/Guidance/eligibility_guidance.pdf)

Posters with Education Rights of Homeless Children: [http://center.serve.org/nche/pr/er\\_poster.php#youth](http://center.serve.org/nche/pr/er_poster.php#youth) ,  
[http://center.serve.org/nche/pr/er\\_poster.php#parent](http://center.serve.org/nche/pr/er_poster.php#parent)

Asbestos Hazard Model Notice: [www.epa.gov/region2/ahera/notiform.htm](http://www.epa.gov/region2/ahera/notiform.htm)

## Title I / NCLB Notification Requirements

### Parental Notifications

Schools identified as SINA I and beyond must notify parents of the following:

- Meaning of identification
- How the school compares in terms of academic achievement to other schools
- Reasons for identification
- What the school is doing to address the problem
- What the local education agency(LEA)/district or state educational agency is doing to help the school
- How the parents can become involved
- Option to transfer to another school and the names of those schools (at least two schools must be identified, except for single-building districts)

The LEA must notify parents of eligible students of the availability of public school choice no later than 14 calendar days before the first day of the school year once they have been identified as SINA. The following is the official guidance from USED:

### **B-1. When must an LEA offer public school choice to eligible students?**

An LEA must offer public school choice when it notifies parents that a school has been identified for school improvement, corrective action, or restructuring [34 C.F.R. §200.44(a)]. An LEA must notify parents of eligible students of the availability of public school choice sufficiently in advance of, but no later than 14 calendar days before, the first day of the school year following the school year in which the LEA administered the assessments that resulted in the school being identified for school improvement, corrective action, or restructuring [34 C.F.R. §200.37(b)(4)(iv)]. An LEA should offer public school choice as early as possible so that parents may consider their choice options well in advance of the start of the school year.

Key Title I, Part A Parental Notice Requirements*	When	By whom		
		SEAs	LEAs	Schools
Annual report cards (SEAs and LEAs disseminate to	Annually			

Key Title I, Part A Parental Notice Requirements*	When	By whom		
		SEAs	LEAs	Schools
parents, schools, and the public, an annual report card with aggregate information, including student achievement (disaggregated by category), graduation rates, performance of LEAs, teacher qualifications, and other required information). <i>[Section 1111(h)(1) and (2), ESEA.] Guidance, B-5 (SEA) and C-7 (LEA).</i>		✓	✓	
<b>Individual student assessment reports</b> (SEAs, in consultation with LEAs, provide to parents, teachers, and principals of students in <u>all</u> schools individual student interpretive, descriptive, and diagnostic reports, which allow specific academic needs to be understood and addressed, and include information on the student's achievement on academic assessments aligned with State academic achievement standards). <i>[Section 1111(b)(3)(C)(xii), ESEA.]</i>	As soon as practicable after the assessment is given	✓		
<b>Progress review</b> (SEAs disseminate to parents, LEAs, teachers and other staff, students, and the community the results of the SEA's yearly progress review of each LEA (including progress in carrying out parental involvement responsibilities); LEAs disseminate to parents, teachers, principals, schools, and the community the results of the LEA's yearly progress review of each school). <i>[Section 1116(a)(1)(C), (c)(1)(B) and (c)(6), ESEA.] Guidance, B-7 (SEA) and C-20 (LEA)</i>	Annually	✓	✓	
<b>LEAs identified for improvement</b> (SEAs notify parents of children enrolled in schools in the LEA that the LEA has been identified for improvement and other information). <i>[Section 1116(c)(1) and (6), ESEA.] Guidance, B-8.</i>	Promptly upon identification	✓		
<b>LEAs identified for corrective action</b> (SEAs disseminate to parents and public information on corrective actions taken by SEA). <i>[Section 1116(c)(10)(E), ESEA.] Guidance, B-9.</i>		✓		
<b>Schools identified for school improvement, corrective action, or restructuring</b> (LEAs provide to parents of each student an explanation of what the identification means, how the schools compare to others, reasons for the identification, the LEA's and school's response, how parents can become involved, any corrective action taken, the parental choice and supplemental services options as applicable, restructuring, and other information). <i>[Section 1116(b)(6), 7(E), and 8(C), ESEA, and 34 CFR 200.37(5).] Guidance, C-21, C-22, and C-23.</i>	Promptly following identification		✓	
<b>Schools identified for corrective action – supplemental services notice</b> (LEAs serving schools that fail to make adequate yearly progress (AYP) by the end of the first full school year after being identified for improvement provide notice to parents of the availability of supplemental services, the identity of the providers, a description of the services, and other information).	Annually (at a minimum)		✓	

Key Title I, Part A Parental Notice Requirements*	When	By whom		
		SEAs	LEAs	Schools
[Section 1116(e)(2), ESEA.]				
<b>Schools identified for restructuring</b> (LEAs serving schools that fail to make AYP after 1 full school year of corrective action provide prompt notice to teachers and parents and provide opportunity to comment and participate in preparing a restructuring plan). [Section 1116(b)(8)(C), ESEA.] <i>Guidance, C-27.</i>	Promptly after school misses AYP following 1 full school year of being in corrective action		✓	
<b>Written parental involvement policies</b> (LEAs notify parents of Title I, Part A children of district-level written parental involvement policy; schools notify parents and community of school's written parental involvement policy). [Section 1118(a)(2) and (b)(1), ESEA.] <i>Guidance, C-3 and C-4 (LEA), and D-1 (school).</i>	Determined by LEA		✓ (LEA policy)	✓ (school policy)
<b>Written SEA complaint procedures</b> (LEAs disseminate free of charge to parents of students, and to appropriate private school officials or representatives, adequate information about the SEA's written complaint procedures for resolving issues of violation(s) of a Federal statute or regulation that applies to Title I, Part A programs). [34 CFR Section 200.11(d).]	Determined by SEA		✓	
<b>Parents' right to know – teacher and paraprofessional qualifications</b> (LEAs inform parents of Title I, Part A students that parents may request, and the LEA then will provide, certain information on the professional qualifications of the student's classroom teachers and paraprofessionals providing services to the child). [Section 1111(h)(6)(A), ESEA.] <i>Guidance, C-6.</i>	Annually, at beginning of school year		✓	
<b>Parents' right to know – student achievement</b> (schools provide to each individual parent information on the level of achievement of the parent's child in each of the State academic assessments). [Section 1111(h)(6)(B)(i), ESEA.] <i>Guidance, D-10.</i> NOTE: This requirement may be covered by the SEA's individual student assessment report indicated above.	Determined by LEA.			✓
<b>Parents' right to know - non-highly qualified teachers</b> (schools provide to each individual parent timely notice that the parent's child has been assigned, or taught for 4 or more consecutive weeks by, a teacher who is not highly qualified). [Section 1111(h)(6)(B)(ii), ESEA.] <i>Guidance, D-3.</i>	Timely			✓
<b>Title I, Part A meeting</b> (schools invite parents to an informational meeting to inform them about the school's participation in Title I, Part A programs and explain the requirements and their right to be involved). [Section	Annual			

Key Title I, Part A Parental Notice Requirements*	When	By whom		
		SEAs	LEAs	Schools
1118(c)(1) and (2), ESEA.] Guidance, D-5.				✓
<b>Title I, Part A information</b> (schools provide to parents of participating children specific information about Title I, Part A programs, and opportunity to request regular meetings). [Section 1118(c)(4), ESEA.] Guidance, D-6.	Timely			✓
<b>Limited English proficient students - general</b> (LEAs implement effective outreach to inform parents of limited English proficient children of how those parents can be involved in their children's education and active participants in helping their children attain English proficiency, high achievement levels in core academic subjects, and meet State standards, including notice of opportunities for and holding regular meetings). [Section 1112(g)(4), ESEA] Guidance, C-9.	Regular (meetings)		✓	
<b>Limited English proficient students - language instruction educational programs</b> (LEAs inform parents of limited English proficient children identified for participation or participating in a Title I, Part A-funded language instruction educational program under Title III of the ESEA, of: reasons for the identification, level of English proficiency, methods of instruction, how the program will help the child, and other information; LEAs inform parents of a child with a disability how the language instruction educational program meets the objectives of the child's individualized educational program (IEP)). [Section 1112(g)(1)(A) and (3), ESEA.] Guidance, C-9 and C-10.	Annually, not later than 30 days after the beginning of school year for children ID'd before beginning of year; otherwise within first 2 weeks of child being placed in language instruction program.		✓	
<b>Limited English proficient students - insufficient language instruction educational programs</b> (eligible entity using Title I, Part A funds for a language instruction educational program under Title III of the ESEA provides separate notice to parents of a child identified for participation in, or participating in, the program to inform them that the program has not made progress on the annual measurable achievement objectives). [Section 1112(g)(1)(B), ESEA.]	Not later than 30 days after the failure occurs		✓ (or other eligible entity)	
<b>Students with the most significant cognitive disabilities</b> (a State that measures the achievement of students with the most significant cognitive disabilities based on alternate achievement standards must ensure that parents are informed that their child's achievement will be based on these alternate standards. The SEA must also ensure that parents are informed of the actual achievement levels of these students, particularly in the case of an LEA that exceeds the 1% cap on counting proficient scores for AYP). [Section 1111(b)(3), ESEA, and 34 CFR Section 200.6(a)(2)(iii)(A)(2), 200.13(c)(4)(v)]	Determined by SEA	✓		



## **Recommended or Required notices from the Uniform Administrative Procedures (UAP)**

The following information is from Chapter 15 of the UAP.  
This may not be a complete listing of all required notices.

<b>PUBLICATION</b>	<b>REQUIREMENTS</b>	<b>TIMES RUN</b>
Meeting Proceedings <b>(279.35)</b>	One newspaper, in district, Provided within 2 weeks of meeting adjournment	One
Bills Allowed <b>(279.35)</b>	With publication above or in one newspaper, in district, on a monthly basis	One
Salaries <b>(279.35)</b>	One newspaper, in district, annually	One
Official Meeting notice <b>(21.4)</b>	Posting, at least 24 hours prior to meeting	One
Intent to sign a whole grade sharing agreement, Public notice <b>(282.11)</b>	At least 90 days before signing the agreement; also hold a public hearing not less than 30 days prior to signing	One
School Elections, and Public Measures <b>(49.53, 298.18(3))</b>	One newspaper, in district, not less than 4 nor more than 20 days prior to election	One
Instructional Support Program Public hearing <b>(257.18)</b>	One newspaper, in district, not less than 10 nor more than 20 days prior to the public hearing	One
Budget Estimates, and annual levies previously authorized; time and date of public hearing <b>(24.9)</b>	One newspaper, in district, not less than 10 nor more than 20 days before the hearing	One
Bids for School Construction, Erection, Demolition, Alteration, Repair, or Improvement, estimated to cost more than competitive bid threshold <b>(73A.18)</b>	One newspaper, in county, first publication not less than 15 days prior to date set to receive bids	Two
Notice of public hearing on resolution to sell, lease or dispose of school property <b>(297.22)</b>	One newspaper, in district, not less than 10 days but not more than 20 days prior to the date of the hearing	One
Sale of school property, other than real property, having a value of not more than \$5,000 <b>(297.22)</b>	One newspaper, in district, each week for two consecutive weeks	Two
Bids for Rental or Lease-Purchase Option Contracts up to 20 years <b>(278.1(2)"b")</b>	One newspaper, in county, two consecutive weeks	Two
Bids and proposals for materials, products, supplies, provisions, and other needed articles to be purchased at public expense <b>(73.2)</b>	The statement "By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the state of Iowa" shall be printed on all requests for bids and proposals	As printed
Sale of Public Bonds <b>(75.2)</b>	One newspaper, in county, not less than 4 nor more than 20 days prior to sale	One
Sale of Anticipatory Warrants <b>(74A.7)</b>	One newspaper, in district, two consecutive weeks, not less than 10 days prior to sale	Two
Policy implementing the provisions of an interagency information sharing agreement <b>(280.25(8))</b>	Student handbook	As published

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Notice of school audit report being filed <b>(11.14(2))</b>	Written notice that report has been filed sent to each newspaper and radio or television station in the district	One
Student responsibility and discipline policies including but not limited to: attendance; use of tobacco; use or possession of alcoholic beverages or any controlled substances; harassment of or by students and staff; violent, destructive, and seriously disruptive behavior; suspension, expulsion, emergency removal, weapons, and physical restraint; out-of-school behavior; participation in extracurricular activities; academic progress; and citizenship <b>(IAC 281--12.3(6))</b> .	Student and Employee handbooks	As published
Written publication code regarding student exercise of free expression available to students and their parents <b>(280.22(4))</b> .	Student handbook	As published
Names or positions and phone numbers or other contact information of designated investigator and alternate for abuse investigation <b>(IAC 281--102.5(3))</b> .	Annually published in the student handbook, newspaper, in district, and posting in all buildings operated by the district	One
Information on human growth and development curriculum used in each grade level and procedures for inspection of instructional materials prior to their use in classroom; Procedures for parent or guardian to request in writing that a pupil be excused from the instruction <b>(279.50; DoE Dec. Order 11)</b> .	Annual notice to parents or guardians of enrolled students	One
Information about the educational rights of homeless children and youth and encouraging homeless children and youth of school age to enroll in the public school <b>(IAC 281--33.3)</b> .	Post at community shelters and other locations in the district where services or assistance is provided to the homeless	One
Procedures for dispute resolution of a homeless child or youth denied access to a free, appropriate public education (written notice of right to appeal and manner of appeal; name, address and telephone number of the Legal Services office in area) <b>(IAC 281--33.9(3))</b> .	Hand delivery or U.S. mail if address available	One
Availability and requirements of postsecondary enrollment options (PSEO) for high school students <b>(IAC 281--22.15)</b> .	Student handbook	One
Nondiscrimination policy, grievance policy and procedures, educational equity coordinator's name, address, and phone number, and grievance procedures for person who feels discriminated against <b>(Title VI; Title IX; Section 504 of Rehabilitation Act; IC 601A)</b> .	All major annual or general publications	As published
Parent's or eligible student's right to (1) inspect and review educational records, (2) request an amendment of the educational records, (3) consent to disclosure of personally identifiable information in educational records; (4) file a complaint with the U.S. Department of Education regarding alleged noncompliance with the law; <b>(FERPA (20 USC 1232g; 34 CFR 99.7))</b> .	Annual notice to parents of students and students currently in attendance by any means reasonably likely to inform	One



Special education policies; suspension/expulsion procedures and student's due process <b>right (34 CFR 300.503).</b>	Written notice required to parents a reasonable time before school takes action	One
Free or low-cost legal and other relevant services available <b>(34 CFR 300.507).</b>	Hand delivery or U.S. mail if parent requests information or initiates hearing	One
Availability of asbestos management plan and any asbestos abatement actions taken or planned in the school <b>(40 CFR 763E, AHERA).</b>	Annual notice to parents, teachers, and employee organizations; any method; beginning of school year	One
Public release of the availability of SFSP Free and reduced price meals <b>(7 CFR 225.15(3)(e)).</b>	Annually provided to any media serving the area from which the school draws attendance; beginning of each school year and before September 30 which is the beginning of the federal fiscal year	One
Public release regarding availability of Summer Food Service Program Meals <b>(The Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296, amendment to 42 USC 1761(a).13(a)) and (Memos SFSP 04-2011, SP 15-2011).</b>	Annually provide printed or electronic materials to families of school children prior to the end of the school year, which provides information on the availability and location of SFSP meals during the summer; may distribute the information through means normally used to communicate with the households of enrolled children [regarding SFSP meals]	One
Public release of criteria for determining the eligibility of children for free and reduced price meals and for free milk <b>(7 CFR 245.5).</b>	Letter or notice and application distributed to parents of children enrolled in school announcing criteria at the beginning of each school year or, if notification of approval from the state is provided later, within 10 days after notification received; also provided to the informational media, the local unemployment office, and to any major employers contemplating large layoffs in the area from which the school draws attendance and shall include both free and reduced price eligibility criteria ; Any subsequent changes in a school's eligibility criteria during the school year shall be publicly announced in the same manner as the original criteria were announced. Any communication with households for eligibility determination purposes must be in an understandable and uniform format and to the maximum extent practicable, in a language that parents and guardians can understand.	One, repeated if changed
Notify parents of open enrollment deadlines, transportation assistance, rights and procedures to appeal, and possible loss of athletic eligibility <b>(IAC 281—17.3(2))</b>	By September 30 of each school year, notification in school newsletter, a newspaper of general circulation, or a parent handbook provided to all patrons of the district. This information shall also be provided to any parent/guardian of a pupil who enrolls in the district during the school year.	One
Procedures on charging fees, written notice of fees charged, waiver and reduction policy and procedures including income guidelines, and application for waivers <b>(IAC 281—18.3(1)"e")</b>	Distributed to all students at the time of registration or enrollment. For students or families whose primary language is other than English, the school shall provide a copy in the student's native language or arrange for translation within a reasonable time.	One

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General notice to parents about the provisions of general education interventions that occur as part of the district's general program and that may occur at any time throughout the school year <b>(IAC 281—41.312(1))</b>	Annual notice to parents	One
Notification to parents of a child with a disability of an IEP team meeting and affording them the opportunity to participate <b>(IAC 281—41.322(2))</b>	In sufficient time to ensure parents have the opportunity to attend	One
Written notice to parents of a child with a disability that the district proposes to initiate or change the identification, evaluation, or educational placement of a child or the provision of FAPE to the child <b>(IAC 281—41.503(1))</b> .	Within a reasonable time before the agency proposes or refuses change; must be written in language understandable to the general public, and must be provided in the native language of the parent or other mode of communication used by the parent	One
Copy of the procedural safeguards available to the parents of a child with a disability <b>(IAC 281—41.504(1))</b>	Given to parents each school year; May place a copy of procedural safeguards notice on district website; must be written in language understandable to the general public, and must be provided in the native language of the parent or other mode of communication used by the parent	One

**National School Lunch Program****Public Release**

The Iowa Department of Education, Bureau of Nutrition and Health Services announced its policy for free and reduced price meals for children unable to pay the full price of meals served under the National School Lunch Program and School Breakfast Program and the Afterschool Care Snack Program.

State and Local school officials have adopted the following family size and income criteria for determining eligibility:

**INCOME ELIGIBILITY GUIDELINES**  
**Effective 7-1-2013**

<b><u>Household Size</u></b>	<b>Free Meals</b>					<b>Reduced Price Meals</b>				
	<b><u>Yearly</u></b>	<b><u>Monthly</u></b>	<b><u>Twice a Month</u></b>	<b><u>Every two weeks</u></b>	<b><u>Weekly</u></b>	<b><u>Yearly</u></b>	<b><u>Monthly</u></b>	<b><u>Twice a Month</u></b>	<b><u>Every two weeks</u></b>	<b><u>Weekly</u></b>
1	14,937	1,245	623	575	288	21,257	1,772	886	818	409
2	20,163	1,681	841	776	388	28,694	2,392	1,196	1,104	552
3	25,389	2,116	1,058	977	489	36,131	3,011	1,506	1,390	695
4	30,615	2,552	1,276	1,178	589	43,568	3,631	1,816	1,676	838
5	35,841	2,987	1,494	1,379	690	49,969	4,165	2,083	1,922	961
6	41,067	3,423	1,712	1,580	790	58,442	4,871	2,436	2,248	1,124
7	46,293	3,858	1,929	1,781	891	65,879	5,490	2,745	2,534	1,267
8	51,519	4,294	2,147	1,982	991	73,316	6,110	3,055	2,820	1,410
For each additional family member add:	5,226	436	218	201	101	7,437	620	310	287	144

Households may apply for free or reduced price meal benefits one of four ways as listed below.

1. Households whose income is at or below the levels shown are eligible for reduced price meals or for free meals. Households may complete one application listing all children and return it to your child's school.
2. Food Assistance households and children receiving benefits under the Family Investment Program (FIP) are eligible for free meals. Most children from Food Assistance and FIP households will be qualified for free meals automatically. These households will receive a letter from their children's schools notifying them of their benefits. Households that receive a letter from the school need to do nothing more for their children to receive free meals.
3. Some Food Assistance and FIP households will receive a letter from the Department of Human Services (DHS) which will qualify the children listed on the letter for free meals. Parents must take this letter to the child's school to receive free meals.
4. Food Assistance or FIP households receiving benefits that do not receive a letter from DHS must complete an application for their children to receive free meals.

Only complete applications will be approved by the school. Applications may be submitted at any time during the year. If a family member becomes unemployed the family should contact the school to complete an application.

Foster children are eligible for free meal benefits. Some foster children will be qualified for free meals automatically through the State Direct Certification process. Their host family will receive notification of these benefits. Families that receive this notification from the school need to do nothing more for their foster children to receive free meals. If a family has foster children living with them and does not receive notification and wishes to apply for such meals, instructions for making application for such children are contained on the application form. Special Supplement Nutrition Program for Women, Infants, and Children (WIC) participants may be eligible for free or reduced price meals based on a completed application.

Households with children who are enrolled in the Head Start/Even Start Program or the Migrant Education Program or who are considered homeless or runaway by the school district's homeless liaison should contact the school for assistance in receiving benefits. If households are dissatisfied with the ruling of the officials, they may make a formal appeal either orally or in writing to the school's designated hearing official. The policy statement on file at the school contains an outline of the hearing procedure. School officials may verify the information in the application, and that deliberate misrepresentation of information may subject the applicant to prosecution under applicable State and Federal criminal statutes. Households should contact their local school for additional information.

**Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.** "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to *USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410*, or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer. "

**Iowa Non-Discrimination Notice:** "It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7 and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; web site: <http://www.state.ia.us/government/crc/index.html>."